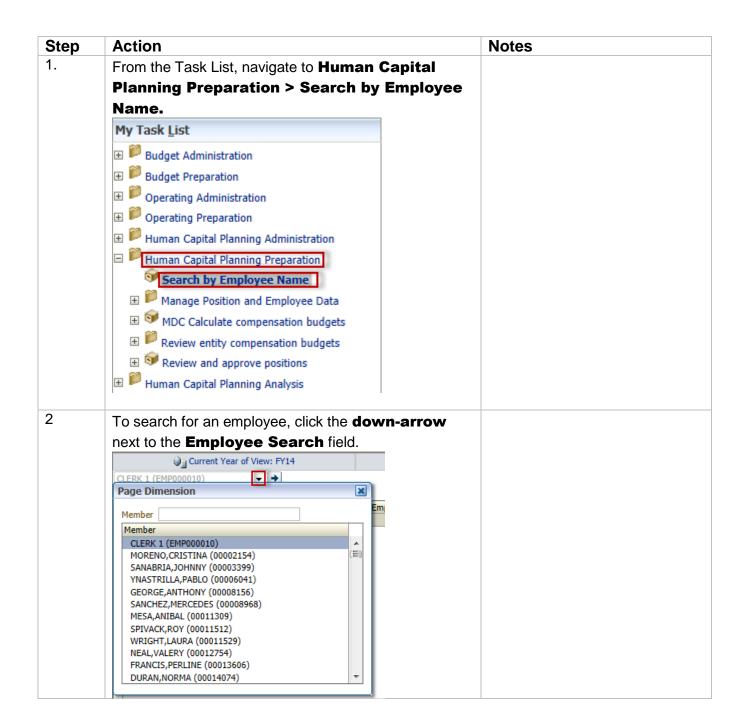




Job Aide - Search by Employee Name

This job aide will guide you through the steps to **Search by Employee Name** in HCP. As you are working though the Position and Employee information in your department, you may need to search for existing employees and view their assignment details.



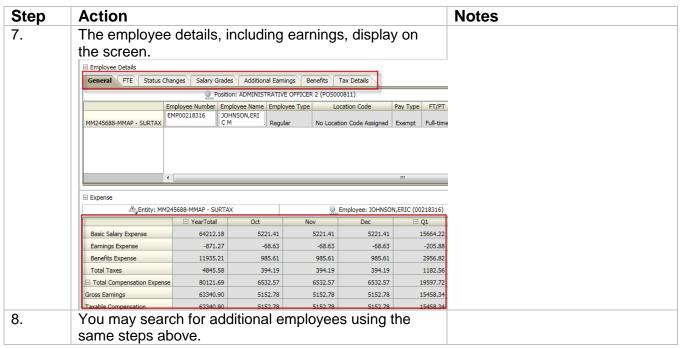




Step	Action	Notes
3.	Type any part of the Employee Name or	
	Employee Number in the search filed.	
	Make your selection by clicking the Employee	
	Name.	
	Current Year of View: FY14	
	CLERK 1 (EMP000010)	
	Member JOHNSON Employ	
	Member	
	JOHNSON-WRIGHT,HEIDI (00218398) JOHNSON,OTHNIEL (00144139)	
	LE,JOHNSON (00307018)	
	JOHNSON,JOHNNIE (00138074) JOHNSON,ERIC (00218316)	
	BRADLEY, JOHNSON (00012439) JOHNSON, APRIL (00179325)	
	JOHNSON,SUMMER (00194760)	
	JOHNSON,KELLY (00215673) JOHNSON,ASHLEY (00304079)	
	JOHNSON,ANTHONY (00198821) JOHNSON,STEVEN (00207215)	
	3011N3ON,31EVEN (0020/213)	
4.	Click the Go arrow.	
	Task - Search by Employee Name-MDC View	
	Current Year of View: FY14	
	JOHNSON,ERIC (00218316) ★ →	
5.	The Employee Details (Position, Entity, etc.) display	
	on the screen.	
	Qi Current Year of View: FY14	
	JOHNSON,ERIC (00218316) ▼ →	
	MM245688-MMAP - SURTAX ADMINISTRATIVE OFFICER 2 (POS000811)	
6.	Right-click the Position Name . From the menu	
	select Manage Employee by Position.	
	p i justice i ju	
	JOHNSON,ERIC (00218316) ▼ →	
	Position Number Position Name POS000811 ADMINISTRATIVE OFFICER 2 (POS000811) ADMINISTRATIVE OFFICER 2 (POS000811)	
	MM245688-MMAP - SURTAX ADMINISTRATIVE OFFICER 2 (POS000811) E OFFICER 2	
	Manage Employee by Position Change Status	
	Edit ▶	
	Adjust →	







--END--